**SMYTH COUNTY PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**Thursday, October 21st, 2021**

**5:30 p.m., Smyth County Public Library, Saltville Branch**

**Saltville, VA 24370**

**CALL TO ORDER:**

The regular meeting of the Smyth County Public Library Board of Trustees was called to order on Thursday, October 21st, 2021, at the Lifetime Wellness Center of Saltville, Saltville, VA. Trustees present were Margaret Linford, Nellie Harmon, Tom Copenhaver, and Donna Rupard-Greer. Director Rose Likins and staff members Kris Sheets, Helen Conley, Tracey Reed, Bryon Johnson, Rita Copenhaver and Sheila Johnson were present. The meeting was called to order by Margaret Linford at 5:30 pm.

**WELCOME/INTRODUCTION:**

Margaret welcomed everyone to the meeting.

**AGENDA APPROVAL:**

There were no additions to the agenda. Donna Rupard- Greer moved to accept the agenda as given, with a second by Tom Copenhaver.

The motion PASSED by the following vote:

AYES: Margaret Linford, Tom Copenhaver, Nellie Harmon, and Donna Rupard-Greer

NAYS: None

ABSTAINERS: None

ABSENT: Heather Colley, Patton Graham, Christin Long,

**PUBLIC/GUEST REMARKS:**

Kris Sheets, Saltville Branch Manager, gave an update on the Saltville Branch. Kris has seen an increase in numbers of patrons and modified pick-up. While continuing school programs, Kris has noticed a change in the book collections children are choosing and will continue to watch the trend. Halloween flyers for the Saltville Branch was provided to the board; the Ride and Read should be a success. Kris also provided feedback about the book lockers saying Patrons and the Saltville Library Staff love the lockers. Kris continues to advocate for a new building for the Saltville Library Branch to be housed. Kris gave an update about the continued issues with the heat pump and the building but continues to work around the obstacles. The Town of Saltville Continues to pay for repairs to building.

A**PPROVAL OF MINUTES:**

Tom Copenhaver moved to accept the minutes as presented. Nellie Harman seconded the motion.

The motion PASSED by the following vote:

AYES: Margaret Linford, Tom Copenhaver, Nellie Harmon, and Donna Rupard-Greer

NAYS: None

ABSTAINERS: None

ABSENT: Heather Colley, Patton Graham, Christin Long,

**APPROVAL OF DISBURSEMENTS:**

Sheila Johnson was present for any questions concerning disbursements. Margaret Linford, Chairperson, asked if there were any issues. Discussed disbursements as listed on report.

A motion was made by Donna Rupard-Greer with a second by Tom Copenhaver to approve the September disbursements.

The motion PASSED by the following vote:

AYES: Margaret Linford, Tom Copenhaver, Nellie Harmon, and Donna Rupard-Greer

NAYS: None

ABSTAINERS: None

ABSENT: Heather Colley, Patton Graham, Christin Long,

**FINANCIAL REPORT:**

Rose Likins reported the SCPL continues to refine the details within QuickBooks. The financial report looks in good standing. Margaret Linford advised to make sure part-time hours are monitored. The process of time keeping is being managed by supervisors with a master spreadsheet. The time keeping application provides reports on payroll spending. Supervisors understand that once budgeted hours are used there will be no additional funding for part time hours. QuickBooks is providing good reports on financial. Easy to read and watch the overall budget.

**DIRECTOR’S REPORT:**

Rose Likins presented the Board of Trustees with her written Director’s report. Rose has collaborated with Smyth County and Town of Saltville to meet with an expert Grant Writer to assist in seeking grants for help with the housing of the Saltville Library. She reported Heather Carter’s programs in Chilhowie have been successful and has been collaborating with the schools and the Friends of the Library. Rose also talked about the Outreach Services managed by the Marion Branch. She, Rita, Helen, and Tracy have been having great turn outs and numbers in all areas of Outreach. COVID numbers increasing did change some plans for upcoming events, but all branches have adjusted and are moving forward. 773 new items have been added to the collection. Rose reports this is great since suppliers have issued warnings about the problems with supply chain.

Rose also updated the board about staff changes and the upcoming staff meeting. Rose reported we expect to have the audit complete by November. The elevator part for the Marion building is in, and Rose continues to work with Shawn Utt to get this maintenance completed. Rose provided the board with a list of upcoming dates of meetings she will be attending including, Board of Supervisors and Town Meetings.

**OLD BUSINESS:**

Rose reported on research concerning the quorum provision discussed at the last meeting. The bylaws state that the library board must have a majority of members present to have a quorum. The Library of Virginia reports that this provision is standard across the state. Rose did learn from the Code of Virginia that a trustee is allowed to participate in a meeting virtually if caring for a family member and that each board member may participate virtually two times per year with no reason needed. SCPL quorum will continue to be four members.

**NEW BUSINESS:**

New Business continued with Rose presenting the board with a new Social Media Policy. A motion was made by Tom Copenhaver, with a second by Donna Rupard-Greer to accept the Social Media Policy.

The motion PASSED by the following vote:

AYES: Margaret Linford, Tom Copenhaver, Nellie Harmon, and Donna Rupard-Greer

NAYS: None

ABSTAINERS: None

ABSENT: Heather Colley, Patton Graham, Christin Long,

Efforts continue to with the Wi-Fi Hot Spots. The grants have been approved. Once in place Hot Spots will be available with Firewalls and Protection for patrons to check out 3 months at a time in areas of the county without internet.

**LOCATION/TIME OF NEXT MEETING:**

The next regular meeting will be held on November 18th, 2021, at 5:30 PM in Marion in the Copenhaver room.

**ADJOURNMENT:**

A motion was made by Tom Copenhaver, with a second by Nellie Harmon to adjourn the meeting.

The motion PASSED by the following vote:

AYES: Margaret Linford, Tom Copenhaver, Nellie Harmon, and Donna Rupard-Greer

NAYS: None

ABSTAINERS: None

ABSENT: Heather Colley, Patton Graham, Christin Long,